Answers for Work Health and Safety: Responsibilities of key people – card sort activity

Note to Tutor: Answers are dependent on the size and nature of the organisation and industry sector. This is a generic list to create learner awareness that WHS is everyone's responsibilities but some people have specific or designated responsibilities to ensure that Work Health and Safety matters are taken seriously. It is also important to understand that WHS continuous improvement is ongoing in nature and should be reviewed regularly.

TEMPLATE: Key People

1. Cut each page individually and place in envelope.

Key People	WHS Responsibility
Owner / Manager or Supervisors	**Develop WHS procedures & policies** **Train staff in WHS procedures** **Conduct ergonomic assessments of work stations in offices** **Investigate accidents and near misses** **Help write incident reports** **Drug and / or alcohol testing** **Reporting workplace bullying, harassment**
Work Health and Safety Officer Fire Warden	**Conduct ergonomic assessments of work stations in offices** **Develop WHS procedures & policies** **Train staff in WHS procedures** **Run fire evacuation drills** **Investigate accidents and near misses** **Help write incident reports** **Check Personal Protective Equipment (PPE)** **Organise Drug and / or alcohol testing** **Inspect workplace for WHS** **Reporting workplace bullying, harassment** **Fire safety training**
Staff/ volunteers	**Check First Aid Kits** **Help write incident reports** **Organise tagging and testing of electrical items** **Inspect workplace for WHS** **Reporting workplace bullying, harassment**
External specialists in WHS and training	**Manual handling training** **Drug and / or alcohol testing** **tagging and testing of electrical items** **Inspect workplace for WHS**

2. Place each key responsibility on the Template: Key People

Cards: Key responsibilities

Develop WHS procedures & policies	**Train staff in WHS procedures**
Conduct ergonomic	**Assessments of work stations in offices**
Investigate accidents and near misses	**Help write incident reports**
Drug and / or alcohol testing	**Reporting workplace bullying, harassment**
Conduct ergonomic assessments of work stations in offices	**Investigate accidents and near misses**
Check Personal Protective Equipment (PPE)	**Reporting workplace bullying & harassment**
Inspect workplace for WHS	**Run fire evacuation drills**
Organise Drug and / or alcohol testing	**Train staff in WHS procedures**
Develop WHS procedures & policies	**Help write incident reports**
Check First Aid Kits	**Inspect workplace for WHS**
Reporting workplace bullying, harassment	**Organise tagging and testing of electrical items**
Help write incident reports	**Inspect workplace for WHS**
Manual handling training	**Drug and / or alcohol testing**
Tagging and testing of electrical items	